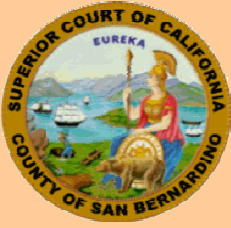


**Superior Court of California  
County of San Bernardino  
Volunteer Opportunity**



## **Volunteer Worker**

**Application deadline: continuous**

This recruitment will be used to fill current vacancies in all Districts and future vacancies as they occur throughout the Court for volunteers. The San Bernardino County Court's currently have volunteers who are housed in various Court Districts. Volunteers play an integral role within the Courts. The dedication of volunteers to assist with and perform various functions is relied upon. We encourage you to join us. The majority benefits of the volunteer program are the public and the Court's staff. Volunteers assist with servicing the needs of the public and they also help the Court's staff in the performance of some of their job tasks.

Typical duties of a volunteer may include, but are not limited to:

- Provide general office support
- Perform a variety of clerical tasks
- Work in the Guardianship Assistance Program (GAP)
- Files documents in alphanumeric and chronological order
- Provide general information to the public

**Requirements:** No experience necessary. Must be over the age of 18. Have a good attitude and a desire to support the Superior Courts functions and services.

**How to Apply:** Applicants must complete and submit a completed volunteer application. Application materials can be obtained on our website at [www.sbcounty.gov/courts](http://www.sbcounty.gov/courts) under the volunteer program. Fax completed applications to (909) 387-6826 or by mail to: Volunteer Program Administrator, Court Personnel Office, 172 West Third Street, Second Floor, San Bernardino, Ca 92415-0312

Volunteer placement is contingent upon passing a drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

6/5/08 ceh

Court Personnel Department  
172 W. Third Street, 2nd Floor  
San Bernardino, CA 92415-0312

24 Hour Job Information Hotline: (909) 387-9150  
Phone: (909) 387-6894  
Fax: (909) 387-6826  
Email: [volunteers@courts.sbcounty.gov](mailto:volunteers@courts.sbcounty.gov)